

28 April 1976

D R A F T

MEMORANDUM FOR: All DD/A Office Directors and Staff  
Elements

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : After-Hours Security Checks

1. The Directorate of Administration's Management Advisory Group has drawn my attention to certain after-hours security procedures that are questionable in nature.

2. These procedures involve:

(a) Expanded hours of business which often require the security checkers to remain as much as an hour after close of business to perform security checks. Even though they may be reimbursed for this overtime, the practice appears questionable.

(b) Some offices assign security checks only to the lower grade employees who most often should not be assigned this responsibility.

(c) Some areas requiring security checks are so extensive that the thoroughness with which the check is made is questioned and the time it takes to complete the check is considered excessive.

(d) In some offices a security violation brings about the imposition of additional checks in an attempt to prevent future violations. One employee's error, therefore, becomes a burden to many employees of an office.

STATINTL 3. ~~██████████ establishes that security is the responsibility of the responsible authority defined as the Deputy~~  
STATINTL Director. ~~██████████~~ paragraph 18 specifies that ~~the~~ operating official <sup>is</sup> responsible for insuring that the required security checks are properly made, for arranging for the designation of security check officers and for requiring additional after-hours security checks if deemed necessary.

4. There is no question that a formal after-hours security check system is essential for the necessary protection of the classified holdings of this Agency. On the other hand, if that formalized system carries with it some detrimental facets affecting employees, I should think they would be easily enough corrected.

5. I would appreciate your having a look at your procedures on after-hours security checks to determine whether or not they can be streamlined and made more efficient and less onerous. I am concerned that where the area to be checked is unnecessarily large and procedures become over-formalized, checks <sup>can</sup> become routine subconscious acts which contribute to errors and violations. <sup>(I would suggest as well</sup> I think we should be ~~that if you have questions, you contact the Office of Security, either~~ constantly alert to this hazard.  
*For advice on to survey your security check system.*


John F. Blake

ROUTING AND RECORD SHEET

STAT NTL

SUBJECT: (Optional)

FROM:

  
Robert W. Gambino  
D/Security


EXTENSION

6777


NO.

DATE 15 MAY 1976

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1.				
2.	EO/DDA 7D-26 Hqs.			
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The attached draft memorandum, dated 28 April 1976, has been reviewed per your request. It appears responsive to the memorandum from Chairman, ADMAG, dated 9 April 1976, and contains nothing contrary to existing Security rules, regulations, and practices. I suggest, however, that you add a final short paragraph suggesting that the addressees contact this Office for advice or, if necessary, a survey of their security check system.



SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
<b>OFFICIAL ROUTING SLIP</b>					
<b>TO NAME AND ADDRESS</b>					
1 Director of Security					
2 DD/PTOS					
3 C/PlngSD					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
ATT: DDA 76-1843 & 2022; Draft Response					
<b>Remarks:</b>					
<p>Bob:</p> <p>At the risk of boring you with trivia, would you please take a look at the attached draft concerning after-hours security checks. As you will recall, ADMAG raised some questions to which you had responded.</p> <p><u>For Your Action &amp; Response TO DDA</u></p> <p>D/Dir. of Security (P&amp;M)</p>					
<b>FOLD HERE TO RETURN TO SENDER</b>					
<b>FROM: NAME, ADDRESS AND PHONE NO.</b>				<b>DATE</b>	
EO/DDA				28 Apr	
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FORM NO. 1-67

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